



Pre-Application Process

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within a historic district, nor shall any person make any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley that affect the appearance and cohesiveness of the historic landmark or historic district, without first obtaining a **Certificate of No Effect** from the Planning Department or a **Certificate of Appropriateness** from the Historic Preservation Commission. "Alteration" means any construction or change of the exterior of a building, object, site or structure designated a landmark. For buildings, objects or structures, "alteration" shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, swings or other ornamentation, and the changing of paint color. "Alteration" shall not include ordinary repair and maintenance.

Prior to the submittal of either a Certificate of No Effect or Certificate of Appropriateness application, the applicant is required to hold a Pre-Application meeting with the Planner to review the type of Certificate required, application submittal requirements, processing steps and timelines.

Certificate of No Effect

A Certificate of No Effect is granted by the City of Casa Grande Planning and Development Department for minor exterior alterations to the exterior of a building, object, site, or structure designated as a landmark.

Application Processing

- 1) Staff Review of Submitted Plans- The complete application will be reviewed by the City Planning Department Staff. Review comments will be sent back to the applicant within 14 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 10 days.
- 2) Planning Department Action - If the Planning Department finds that the facts presented in the matter justify approval, it may approve the request with any conditions deemed necessary to preserve the intent of the Historic Preservation Ordinance. If the Planning Department finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. The applicant can appeal the Planning Department's decision to the Historic Preservation Commission by applying for a Certificate of Appropriateness.

Certificate of Appropriateness

Application Processing

- 1) Staff Review of Submitted Plans- The complete application will be reviewed by the City Planning Department Staff. Review comments will be sent back to the applicant within 21 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days. After comments/redlines have been adequately addressed, a Staff Report will be prepared and the application forwarded to the Historic Preservation Commission for consideration at the next regularly scheduled meeting.
- 2) Historic Preservation Commission Hearing –The Commission shall hold a public hearing on the application, at which an opportunity will be provided for proponents and opponents of the application to present their views. The Commission shall approve, approve with conditions deemed necessary to preserve the intent of the Historic Preservation Ordinance or deny the certificate of appropriateness. If the Commission finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. Normally, a decision is made at the same meeting that the hearing is held. Historic Preservation Commission hearings are held on the fourth Monday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.



- 3) Hardship Application – If the Historic Preservation Commission denies a Certificate of Appropriateness request, applicant may apply for relief on grounds of hardship. Application shall be made in writing and submitted to the Commission within 45 days after receipt of written denial.
- 4) Appeals – Any person aggrieved by a decision of the Historic Preservation Commission relating to hardship may, within 15 days of the decision, file a written application with the City Council for review of the decision.

Application Submittal Package

Each application for a Certificate of No Effect or Certificate of Appropriateness shall be accompanied by the following:

- 1) Project narrative
- 2) Legal description
- 3) **Residential Site Plan**, containing the following:
 - a) Name of project
 - b) Date of plan preparation including subsequent revisions
 - c) North point indicator
 - d) Scale of not less than 1" to 50'
 - e) Vicinity map
 - f) Site statistics (in table form), indicating the following:
 - Zoning & proposed use
 - Site area in square feet
 - Total building area (*square feet*)
 - g) Boundary line of property with dimensions
 - h) Buildings and structures with dimensions
 - i) Existing/proposed building setbacks
 - j) Fences and walls
 - k) Sidewalks, walkways, driveways,
 - l) Adjacent streets and street rights-of-way

Commercial Site Plan, containing the following:

- a) Name of project
- b) Date of plan preparation including subsequent revisions
- c) North point indicator
- d) Scale of not less than 1" to 50'
- e) Vicinity map
- f) Site statistics (in table form), indicating the following:
 - Zoning & proposed use
 - Site area in square feet
 - Total building area (*square feet*)
 - Total number of parking spaces including bike racks and handicap parking spaces
- g) Boundary line of property with dimensions
- h) Buildings and structures
- i) Existing/proposed building setbacks
- j) Fences and walls
- k) Proposed detached signage
- l) Parking facilities, including bicycle racks
- m) Sidewalks, walkways, driveways, loading areas and docks, bikeways
- n) Adjacent streets and street rights-of-way
- o) Onsite and offsite traffic flow
- p) Proposed improvement phasing
- 4) Elevation drawings illustrating the design and color of the proposed work (if applicable);
- 5) Perspective drawings, including the relationship of the proposed work to adjacent properties (if applicable);
- 6) Photographs of the property;



- 7) Where the proposed work includes signs of lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of the materials to be used, the method of illumination, and a plan showing the sign's location on the property; and
- 8) Any other information that the Planning Department may deem necessary in order to visualize the proposed work (see Planning Department Staff).

Public Notice (*Certificate of Appropriateness only*)

- 1) City Staff will provide the applicant the following notification items 21 days prior to the hearing:
 - a) Sign Posting Instructions
- 2) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 3) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions.
(<http://casagrandeaz.gov/dept/planning/planning-division/devforms/>)
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.



Over-All Review Time-Frames for Projects ^{1,7,8}

Project Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Certificate of No Effect	5	20	5	20	50
Certificate of Appropriateness ⁹	5	20	5	20	50

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Review of resubmittal shall be limited to:

- a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷ If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

⁹Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

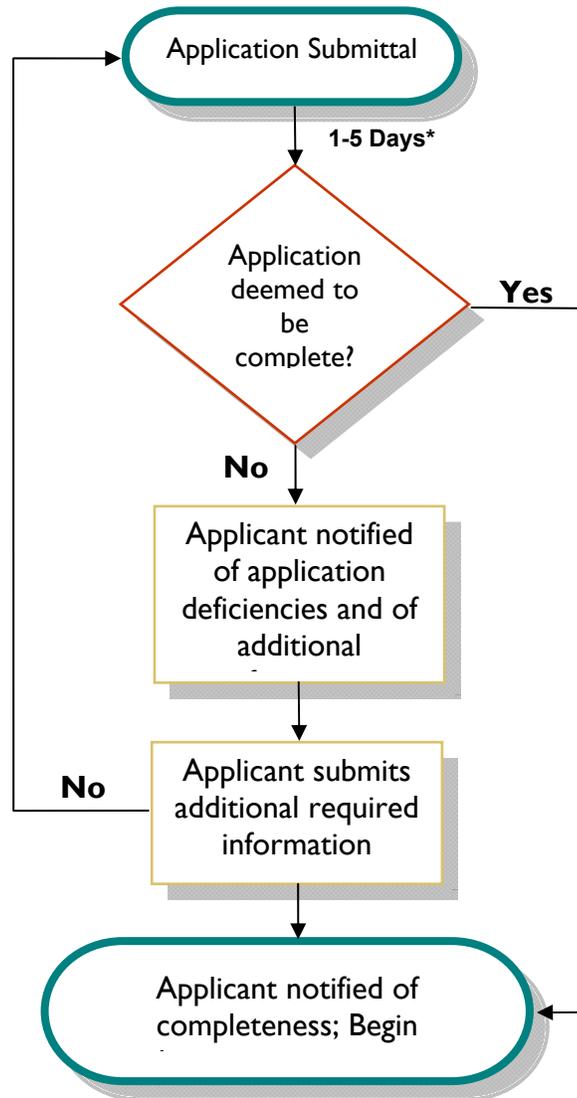
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



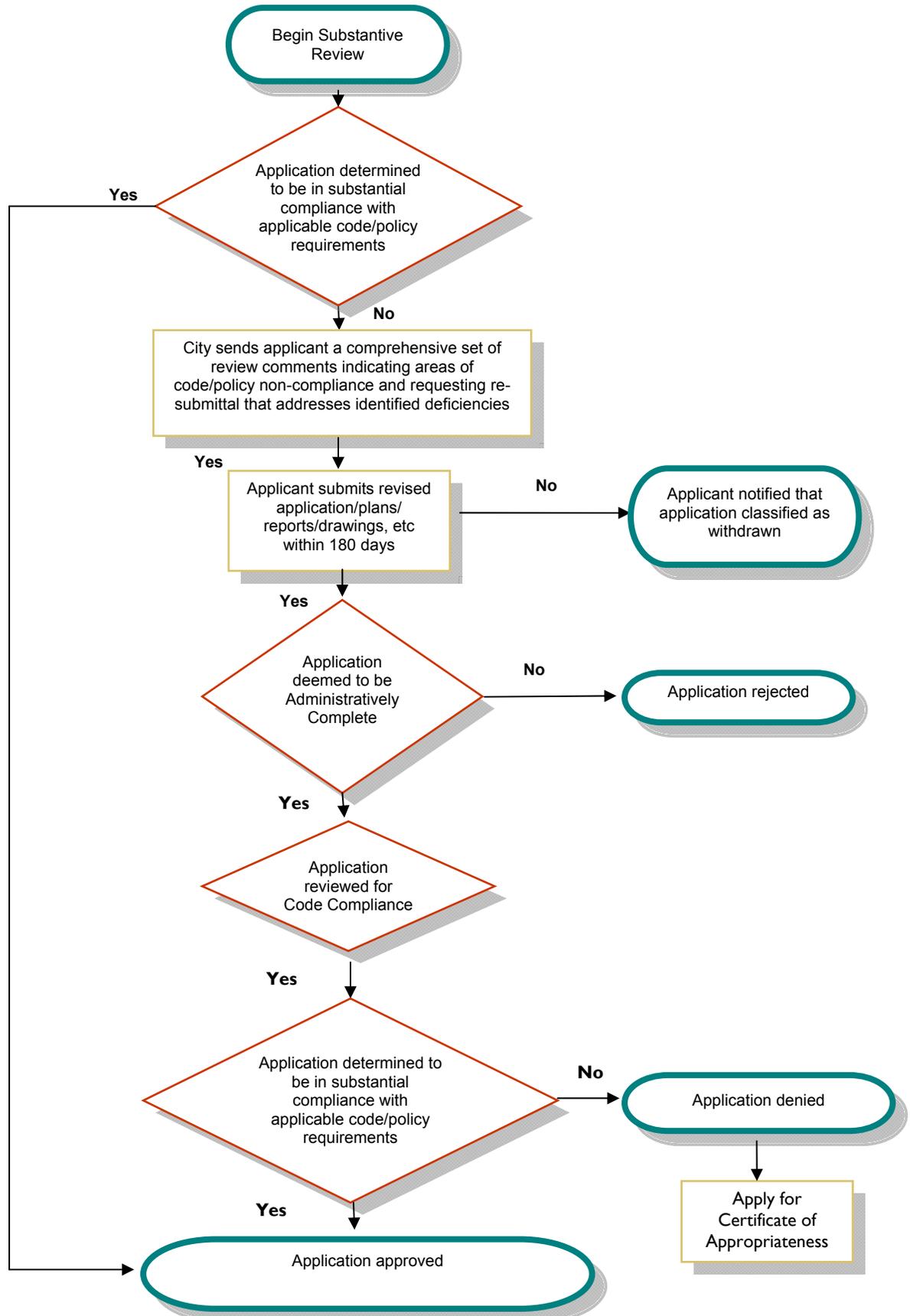
Administrative Completeness Review Process



** All time frames are listed as business days.*

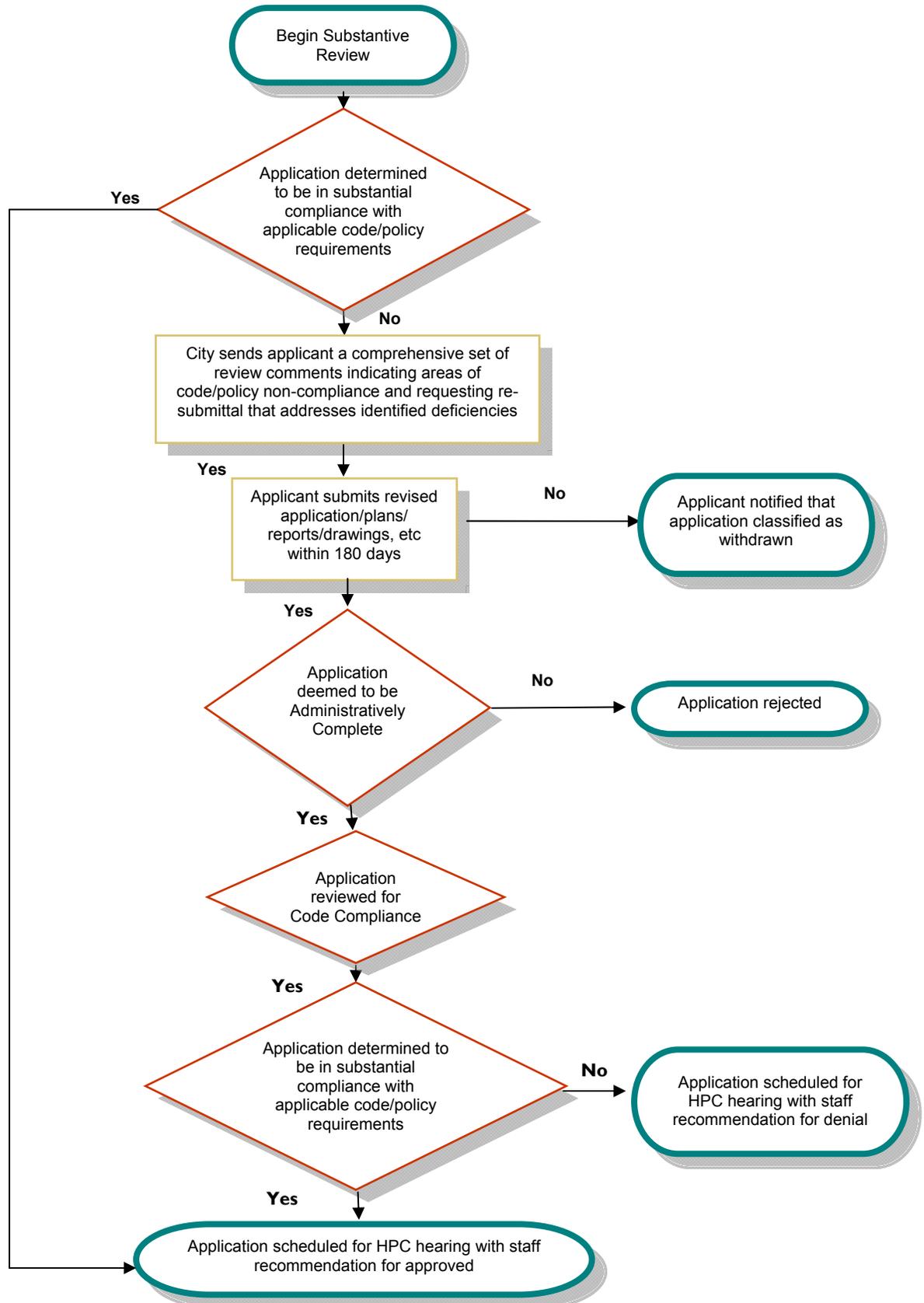


Substantive Review Process – Certificate of No Effect



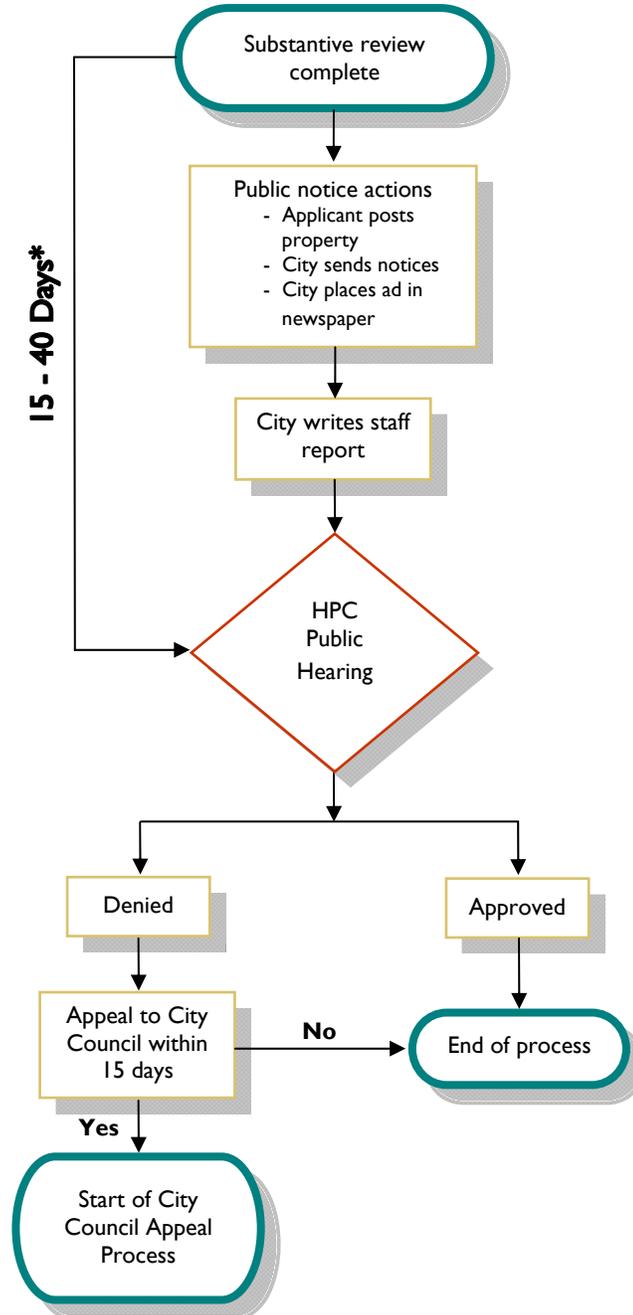


Substantive Review Process – Certificate of Appropriateness





Historic Preservation Commission (HPC) Public Hearing Process For Certificate of Appropriateness



* All times frames are listed as business days.



APPLICATION COMPLETENESS REVIEW CHECKLIST

- | | Planner |
|--|--------------------------|
| 1) Project Narrative _____ | <input type="checkbox"/> |
| 2) Legal Description (<i>8 1/2 x 11 page</i>) _____ | <input type="checkbox"/> |
| 3) Site Plan _____ | <input type="checkbox"/> |
| ▪ (<i>2 copies</i>) | |
| 4) Architectural Elevations/Renderings _____ | <input type="checkbox"/> |
| ▪ (<i>2 copies</i>) | |
| 5) Site Photographs _____ | <input type="checkbox"/> |
| 6) Sign Details (if applicable) _____ | <input type="checkbox"/> |
| 7) CD containing all submittal Documents _____ | <input type="checkbox"/> |
| ▪ (<i>1 CD with all documents in PDF format</i>) | |